

Inspector General

Salary Range – \$6,392 - \$11,506

State of Tennessee - Department of Finance and Administration Office of Inspector General

Job Description:

Reporting to the Deputy Commissioner of the Department of Finance and Administration, the Inspector General is responsible for the strategic direction and day to day operations of the OIG.

The mission of the Tennessee Office of Inspector General (OIG) is to identify, investigate, and prosecute persons who commit fraud against TennCare.

Under the TennCare Fraud and Abuse Reform Act, Tenn. CodeAnn 71-5-2505, and subsequent legislation, the OIG is authorized to:

- Investigate civil and criminal fraud and abuse of the TennCare programs, or any other violations of state criminal law related to the operation of TennCare, including allegations of fraud or abuse involving TennCare managed care organizations (MCOs);
- Cooperate with the Medicaid Fraud Control Unit at the Tennessee Bureau of Investigation and refer instances of provider fraud and abuse to that unit;
- Furnish the public with information about the fraud and abuse laws pertaining to TennCare;
- Provide legal assistance to the Attorney General and the District Attorneys general in initiating and handling proceedings in appropriate TennCare fraud and abuse cases, including criminal prosecutions, civil recoveries, and forfeitures;
- Employ qualified law enforcement officers with authority to enforce the fraud provisions;
- Pay cash rewards to citizens who provide information regarding TennCare fraud which leads to a criminal conviction;
- Subpoena witnesses and records in connection with any investigation into TennCare fraud or abuse.

Duties and Essential Functions:

- **Communications:** Letters to the DA's, law enforcement agencies, medical providers, Legislators, citizens, etc.; Quarterly Reports to the TennCare Bureau & Legislators; the Monthly Metric Report; OIG Annual Report; the OIG Cash for Tips Annual Report; response to the Commissioner's Office regarding pending Legislation; respond to emails and inquiries sent via the OIG web site; an, other correspondence as the Director of the OIG. Maintains OIG statistics on a daily basis.

- Meetings: Provider Fraud Task Force and other meetings at the TennCare Bureau; ELT meetings; Budget Hearings; Law Enforcement meetings – FBI NA graduates, invitations from various civic & community meetings, etc.
- Training: 40 hours of annual in-service training; required management training (ethics, LEAN, Customer-Focused Government, Talent Management, SMART Goals, etc.
- Employee Issues: Updating SMART plans; updating all performance evaluations in Edison on schedule; maintaining attendance and leave requests; coaching & counseling staff; interviews for potential new staff (regarding any vacancies); overseeing the probation of new staff; reviewing and approving training & equipment requests; ensuring a safe and healthy work site; etc.
- Law Enforcement Equipment: Ensuring all vehicles, body armor, weapons, surveillance and other confidential equipment are maintained and ready for use; ensuring there is constant training regarding safety and efficiency.
- Security of Work Environment: Employees, undercover vehicles & equipment, weapons and property & evidence (in a secured & alarmed room), case files (protected for both HIPAA and prosecution issues), NCIC computer/data feed (in a separate/secured room), other data feeds (TennCare, Labor, TBI/FBI, etc.). Ensure all employees know what to do and where to go in the event of an emergency in the work place. Maintain a call out roster for all staff. Review these issues in order to avoid risk management issues.
- Review and Sign-Off: Requisitions, training/equipment/supply requests, Court Orders, etc.
- Press Releases: Reviews, researches, edits all press releases; works directly with the Public Information Officer of Finance & Administration to ensure validity and clarity; forwards all fugitive posters and cancelations for the web site; maintains a hard copy of each release in the OIG library
- Policy and Procedures: Constantly review current OIG policy to ensure there is not a policy failure; via this review, make any revisions necessary to update them to represent best practices.
- Budget Review: Review OIG budget reports regularly; participates in the budget process with the F&A Budget Office to ensure all “big ticket” items can be met in the coming budget.

Qualifications and Experience

- At least 15 years of demonstrated experience and knowledge in law enforcement, with at least 5 years of that at the management level;
- Investigative experience preferable with an emphasis on case management, preparation, and court testimony;
- Knowledge of the Medicaid/Medicare programs/rules;
- Demonstrated success in the management of resources, personnel, and budget

- Demonstrated success in public relations with stakeholder groups such as Finance and Administration leaders, law enforcement officers, district attorneys, members of the Legislature, local and federal government personnel, and the public;
- Demonstrated ability to assess talent and provide feedback and coaching;
- Demonstrated team management skills including experience managing subordinates and teams; strong experience and success leading teams.

Education and Relevant Training

- Completion of at least one P.O.S.T or equivalent certified law enforcement training academy;
- Bachelor's Degree or higher with a Criminal Justice or related emphasis preferred;
- Attendance at exemplary law enforcement training (TLEEDS, Northwestern, FBI National Academy, etc.) preferred.

Knowledge/Skills/Abilities/Competencies

Knowledge

- Administration and Management
- Communications and Media
- Education and Training
- Law and Government
- Personnel and Human Resources

Skills

- Active Learning
- Active Listening
- Critical Thinking
- Learning Strategies
- Reading comprehension
- Speaking
- Writing
- Instructing
- Persuasion
- Service Orientation
- Complex Problem Solving
- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation
- Management of Personnel Resources

Abilities

- Oral Expression
- Deductive Reasoning
- Inductive Reasoning
- Written Comprehension
- Written Expression

Competencies

Strategic Competencies

- Business Acumen
- Decision Quality
- Perspective
- Problem Solving
- Strategic Agility

Operating Competencies

- Directing Others
- Organizing
- Total Work Systems

Courage Competencies

- Managerial Courage
- Energy and Drive Competencies
- Perseverance

Organizational Positioning Competencies

- Comfort Around Higher Management
- Organizational Agility
- Presentation Skills
- Written Communication
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Personal and Interpersonal Competencies

- Composure
- Ethics and Values
- Interpersonal Savvy
- Self-Knowledge
- Understanding Others

Please contact:

April Mayambu, Executive Assistant to the Deputy Commissioner
20th floor, WRS TN Tower
312 Rosa L. Parks Blvd.
Nashville, TN 37243
615-741-0320

Email copy of resume to: April.Mayambu@tn.gov

Deadline for receipt of resumes is Wednesday, December 20, 2017.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.